

## Instructions for completing Vendor Order Forms

1. **Double click on form to be completed.**
2. **Click on Open tab.**
- 3a. **If using Microsoft Word 2003 (or older version), click on Enable Macros tab and select Low Security.**
- 3b. **If using Microsoft Word 2007, click on Security Warning Options and select Enable Content. Then click OK.**
4. **Fill in the appropriate blanks.**
5. **Click on File Save.** (This will keep what you just typed from disappearing.)
6. **Click on File Save As.** (Ex.: Save the file on your J: drive and name it something that you would recognize, such as the address or telephone number.)
7. **Click on Save.**
8. **Create a new e-mail.**
9. **Place [customerservice@cio.sc.gov](mailto:customerservice@cio.sc.gov) in the To field.**
10. **Click on Insert.**
11. **Click on File and arrow down to your J: drive and double click on the file you just created.** (Please note: The file should now show up on your e-mail as an attachment.) (Open the file again and make sure everything is filled in or call for assistance at 803-896-0001 by pressing option 2 then pressing the next option 2, and asking for assistance in completing the vendor form. Anytime the form is updated with new information, make sure to File Save the form again and File Save As on your J: drive to replace the previous version.)
12. **When the form is completed or corrected, then send it to the customer service email address at CIO.**
13. **When the form is received, it will be reviewed by CIO staff for additions or corrections and then forwarded to the appropriate vendor to process.**
14. **The vendor will notify you regarding the installation of your service.**
15. **If the above process does not work for you, please notify the [Service Center](#).**